

Fall 2011 AZELLA Field Test Coordinator's Manual

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Introduction

The Arizona Department of Education (ADE) is developing a new AZELLA test aligned to the 2011 Arizona English Language Proficiency (ELP) Standards. Committees of Arizona ELL educators have written hundreds of new AZELLA test items. A field test of these newly written items is needed to ensure they meet the expectations necessary for inclusion on the new AZELLA test. One or more schools in your district or charter are part of the representative sample of schools participating in the Fall 2011 *Arizona English Language Learner Assessment (AZELLA) Field Test*. The Fall 2011 AZELLA Field Test is to be administered within the test window of November 7, 2011 through December 2, 2011 in the grade spans and domains shown below.

Stage	Grade Span	Domains
Stage II: Primary	1-2	Listening, Writing, Reading, Speaking
Stage III: Elementary	3-5	Listening, Writing, Reading, Speaking
Stage IV: Middle School	6-8	Listening, Writing, Reading, Speaking
Stage V: High School	9-12	Listening, Writing, Reading, Speaking

Since the results of this field test will **not** be used to determine student English proficiency levels, no results from the field test will be provided to districts, schools, parents, or students. Additionally, there will be no local scoring of any portions of the field test.

This *Test Coordinator's Manual* provides the instructions for the proper handling of field test materials before, during, and after the field test administration. To ensure the correct administration of the Fall 2011 AZELLA Field Test, Test Coordinators and Test Administrators must also refer to and use the appropriate Fall 2011 *AZELLA Field Test Administration Directions*.

Each District Superintendent or Charter Representative must designate a Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator. The Test Coordinator's Manual is written specifically for District Test Coordinators.

Responsibilities of the District ELL Test Coordinator

The District ELL Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District ELL Test Coordinator assumes ultimate responsibility.

For the Fall 2011 AZELLA Field Test, responsibilities of the District ELL Test Coordinator include:

Before Testing

- ☐ developing lists of students testing;
- ☐ attending a pre-test workshop;
- ☐ obtaining signed copies of the Test Security Agreement;
- ☐ submitting to ADE a copy of the Test Security Agreement signed by the District Superintendent or Charter Representative;
- ☐ scheduling testing activities within the district or charter schools;
- ☐ communicating the schedule to Test Administrators;
- ☐ training Test Administrators and Proctors on test administration procedures, including the use of the Pre-ID labels and completion of the student demographic data grid;
- ☐ working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;
- ☐ arranging for the use of CD players for the Listening portion of the field test and telephones for the Speaking portions of the field test;
- ☐ implementing and maintaining security procedures within the district/charter and school(s);
- ☐ communicating security procedures and responsibilities to Test Administrators;
- ☐ receiving materials from Pearson;
- ☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering additional materials; and
- ☐ following up on questions from Test Administrators by contacting either Pearson or the ADE.

During Testing

- ☐ maintaining an accurate inventory of all test materials throughout the test administration window;
- ☐ checking out test books, answer documents, and *Test Administration Directions* to Test Administrators at the beginning of each day of the test administration;
- ☐ monitoring assessment activities; and
- ☐ checking in test books, answer documents, and *Test Administration Directions* from Test Administrators at the end of each day of the test administration.

After Testing

- ☐ completing the Header Sheets;
- ☐ boxing materials for return shipping as instructed in this manual; and
- ☐ ensuring all scorable and nonscorable test materials are picked-up by UPS no later than December 6, 2011.

Procedures for Test Administration

The Fall 2011 AZELLA Field Test is a standardized test that must be administered as directed in the *Fall 2011 AZELLA Field Test Administration Directions*. The field test materials must be handled as directed in this manual. District ELL Test Coordinators must review all of these manuals well in advance of administering the tests and in advance of training School Test Coordinators and Test Administrators. What follows is a brief summary of test administration procedures for AZELLA.

Students to Be Tested

Each school included in the field test has a specific Stage assignment(s). Some schools are assigned to participate in one Stage; others are assigned to participate in more than one Stage. For each assigned Stage, all ELL students with the exception of students with certain disabilities (see next paragraph) within that Stage must participate in the field test. Additionally, a representative sample of non-ELL students in the grades corresponding to the assigned Stage(s) have been selected to participate in the field test. All of the selected non-ELL students must participate in the field test.

The only exceptions to the above are that some students with certain disabilities (both ELL and non-ELL). Students with a significant cognitive disability and students with an IEP that designates them as eligible for an alternative English language proficiency assessment are excused. Students who require the use of large print or Braille materials are excused. Students who are deaf are excused from participating in the field test.

Pre-ID labels will be provided for all ELL students in the selected Stage(s) based on enrollment data in SAIS as of September 27. All ELL students in the selected Stage(s) must participate in the field test even if a Pre-ID label was not provided. Pre-ID labels will be provided for all non-ELL students selected to participate in this field test. Only those non-ELL students with a Pre-ID label may participate in the field test. If a Pre-ID label is provided for a student who is no longer enrolled at the school, return the unused label with the nonscorable test materials.

Prior to testing, the District ELL Test Coordinator, or designee(s), must create lists of students participating in the Fall 2011 AZELLA Field Test. These lists must be shared with the appropriate Test Administrators and School Test Coordinator.

Test Administration Schedule

The Fall 2011 AZELLA Field Test administration window is November 7, 2011 through December 2, 2011. Detailed information about the AZELLA field test schedule, the timing of the testing sessions, and breaks between the testing sessions is included in each of the Stage specific *Fall 2011 AZELLA Field Test Administration Directions*. District ELL Test Coordinators should develop the district-wide AZELLA field test schedules well in advance of the field test administration. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, students, and parents or guardians.

Required Test Materials

District ELL Test Coordinators are responsible for seeing that each testing room/location, each Test Administrator, and each Proctor has the appropriate test materials to administer the AZELLA field tests correctly. Most of the required test materials are provided by the State and shipped to the District ELL Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

The State will provide to District ELL Test Coordinators the following test materials:

- ☐ AZELLA Field Test Books
- ☐ AZELLA Field Test Answer Documents (Stages III through V)
- ☐ AZELLA Listening Audio CDs
- ☐ AZELLA Speaking Demonstration Video (available via download from PearsonAccess)
- ☐ *Fall 2011 AZELLA Field Test Administration Directions* (Stage and test form specific)
- ☐ *Fall 2011 AZELLA Field Test Coordinator's Manual*
- ☐ Pre-ID labels
- ☐ Pre-ID Rosters
- ☐ materials necessary to package the scorable and nonscorable test materials for return to Pearson

See "Receiving Test Materials" on page 9 for more detailed information about these state provided materials and how they will be packaged when shipped to districts. See "Assembling Scorable Test Materials" beginning on page 14 and "Assembling Nonscorable Test Materials" beginning on page 19 for detailed information on the procedures for packaging test materials for return.

The schools must provide the following test materials:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- ☐ "Testing—Do Not Disturb" signs
- ☐ a CD player (for the Listening domain)
- ☐ blank or lined scratch paper (for the Writing domain)
- ☐ landline speaker telephone(s) with access to an outside line and long distance (toll free) calling (for the Speaking domain)
- ☐ a computer for showing the Speaking demonstration video

Test Security

All districts and charters that will be administering AZELLA must have a Superintendent/Charter Representative Security Agreement signed and on file with the ADE. One copy of the Fall 2011 Superintendent/Charter Representative Test Security Agreement must be signed and faxed to ADE at 602.542.5467 no later than October 31, 2011.

All school/district charter personnel who will have access to the AZELLA materials must sign a Test Security Agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operators. These signed Test Security Agreements are to be maintained as directed on the Fall 2011 Superintendent/Charter Representative Test Security Agreement. Copies of the Test Security Agreements were provided at the Pre-Test Workshop. District ELL Test Coordinators are responsible for establishing and enforcing test security procedures that comply with the Test Security Agreement and Test Security guidance provided at the Pre-Test Workshop and included in the *Fall 2011 AZELLA Field Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the State Test Coordinator. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the State Board of Education.

Arrangements Prior to Test Administration

The District ELL Test Coordinator is responsible for determining the suitability of each testing room/location. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Each testing room must provide a comfortable and distraction free environment. Seating should be arranged so that students are not tempted to look at the answers of others. The testing room/location for the individually administered Speaking test should be quiet and have the necessary equipment available (landline speaker telephone(s) or landline telephone(s) with headsets).

The District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each testing room/location. Test Administrators and Proctors **must** be employees of the school/district/charter, must be trained in the correct test administration and test security procedures, and must meet all state and federal requirements for test administrators. Additionally, the Test Administrators must be highly qualified teachers, certified staff, or highly qualified paraprofessionals. The training of Test Administrators and Proctors must include a thorough review of test security procedures, test administration procedures, procedures for the use of Pre-ID labels, procedures for the bubbling of student demographic data, and procedures for handling unexpected or unusual situations. The Test Security Agreement should be reviewed during the training of Test Administrator and Proctors. All Test Administrators and Proctors must sign a Test Security Agreement.

All test administrators and proctors should be given access to the appropriate *Fall 2011 AZELLA Field Test Administration Directions* at least one day prior to the administration of the field test. Test Administrators and Proctors for AZELLA testing are expected to read all of the appropriate *Fall 2011 AZELLA Field Test Administration Directions*. Since the *Fall 2011 AZELLA Field Test Administration Directions* include actual test items within the scripted directions, they are secure test materials. The *Fall 2011 AZELLA Field Test Administration Directions* must be checked out from the Test Coordinator and returned to the Test Coordinator daily.

Procedures for Handling Test Materials

Before Testing

Receiving Test Materials

Fall 2011 AZELLA Field Test materials will be boxed by school and shipped to the district/charter for all participating schools within the district or charter. The District ELL Test Coordinator is responsible for inventorying the materials and distributing the appropriate materials to schools.

The field test materials will arrive no later than November 2, 2011. When the field test materials are delivered, verify that all boxes are addressed to your district/charter before signing for the delivery. The shipment will include one white box and one or more brown boxes. Save all Pearson boxes for use in returning the field test materials to Pearson.

The white box is a district box. For a district box, the shipping label will include the District ELL Test Coordinator’s name, district name and CTDS number, and district shipping address.

PEARSON
SAMPLE STREET
SAMPLE CITY, IL, 12345-6789

1234 SAMPLE STREET

PHONE: 123-456-7890 12345678


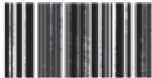
SEQ: 00001
FIRST LASTNAME
DISTRICT NAME
1234 SAMPLE STREET
SAMPLE CITY, IA, 12345-6789


999999999

DISTRICT NAME

999999999

ZIP 12345


00000000001


123456 1234567001

The brown boxes are school boxes. For a school box, the shipping label will include the District ELL Test Coordinator’s name, school name and CTDS number, and district shipping address. Each school box is hand-numbered. The numbers are on the top of each box in the lower left corner. The first and last box will be numbered “1 of x” and “x of x” for each school. The boxes between the first and last box will have only the number marked specifically for each box. For example, in a school shipment of 10 boxes, the first box is numbered “1 of 10” and the last box is numbered “10 of 10.” Box number 2 through box number 9 are numbered without a reference to the range for that school.

PEARSON
SAMPLE STREET
SAMPLE CITY, IL, 12345-6789

1234 SAMPLE STREET

PHONE: 123-456-7890 12345678



SEQ: 00001
FIRST LASTNAME
SCHOOL NAME
1234 SAMPLE STREET
SAMPLE CITY, IA, 12345-6789


9999999999999999999

SCHOOL NAME

9999999999999999999

ZIP 12345


00000000001


123456 1234567001

The district box will include the following materials:

- ☐ *Fall 2011 AZELLA Field Test Coordinator's Manual*
- ☐ Header Sheets—Blank
- ☐ UPS shipping labels
- ☐ Color Coded Return Labels (Pink and Green)

The school boxes will include the following materials:

- ☐ AZELLA Field Test Books
- ☐ AZELLA Field Test Answer Documents (Stages III-V)
- ☐ AZELLA Listening Audio CDs
- ☐ *Fall 2011 AZELLA Field Test Administration Directions* (Stage and test form specific)
- ☐ Pre-ID labels
- ☐ Pre-ID Rosters
- ☐ Header Sheets—Preslugged
- ☐ Paper Bands

Inventorying Test Materials

On the same day that materials are delivered, District ELL Test Coordinators should inventory their shipment of materials using the following checklist.

- ☐ 1) Compare the box ranges and the number of actual boxes received for the district and school boxes. If the total number of boxes indicated has not been received by November 2, 2011, contact the AZELLA Customer Support Line at Pearson by phone at 888.705.9421 or by email at Arizionateam@support.pearson.com.
- ☐ 2) Open the district box and verify the materials received against the District Packing List. Verify that an appropriate number of color coded return labels and UPS shipping labels was received. If there is a shortage or discrepancy with any of these items, please make note on the district packing list.
- ☐ 3) Open the school boxes and verify the materials received against the School Packing List. Note any discrepancies on the school packing list.
- ☐ 4) If a discrepancy or shortage was noted in the district box or in any of the school boxes, contact the AZELLA Customer Support Line at Pearson by phone at 888.705.9421 or by email at Arizionateam@support.pearson.com by November 4, 2011.
- ☐ 5) Distribute the school materials to the schools prior to November 7. Maintain an accurate inventory of all materials at each school and at the district.

During Testing

Precautions

- ☐ Do not use any test books or answer documents other than those that correspond to the Fall 2011 AZELLA Field Test.
- ☐ Do not photocopy the test books or the answer documents.
- ☐ Do not disassemble or pull pages from the answer documents or the Stage II test books.
- ☐ Do not allow students to make any marks near the timing marks on the edges of answer documents or the Stage II test books.
- ☐ Do not use “sticky” notes, paperclips, tape, staples, or glue on the answer documents or the Stage II test books.
- ☐ Do not insert loose papers into the answer documents or the Stage II test books.
- ☐ Do not tape or glue additional paper into the answer documents or the Stage II test books.
- ☐ Do not allow students to use correction fluid on the answer documents or the Stage II test books. If an error is made in filling in a bubble or in the responses to the writing prompts, the student should erase the error completely and make the correction using a No. 2 pencil.
- ☐ Do not allow students to use colored pencils, pens, markers, or highlighters on the answer documents or the Stage II test books.
- ☐ Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. Provide directions to your Test Administrators for the proper handling of contaminated test materials.

After Testing

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the test books and answer documents as directed in the corresponding *Fall 2011 AZELLA Field Test Administration Directions*. Answer documents and scorable test books must be stacked separately with front covers facing up.

Assembling Scorable Test Materials

The District ELL Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District ELL Test Coordinator is responsible for providing directions and training accordingly.

- ☐ Organize the scorable test books and answer documents.

For each school, separate the scorable test materials by Stage. Separate the Stage II test books and the Stage III through Stage V answer documents by Grade, creating a separate stack for each Grade level within a Stage. There is no need to separate the scorable materials for the non-ELL students from the scorable materials for the ELL students. All scorables for the same Grade should be included in the same stack.

The scorable test materials for each Stage/Grade are shown below.

Stage	Grade Span	Scorable Material
Stage II: Primary	1-2	Used Stage II: Primary Test Book
Stage III: Elementary	3-5	Used Stage III: Elementary Answer Document
Stage IV: Middle School	6-8	Used Stage IV: Middle School Answer Document
Stage V: High School	9-12	Used Stage V: High School Answer Document

- ☐ Completed header sheets.

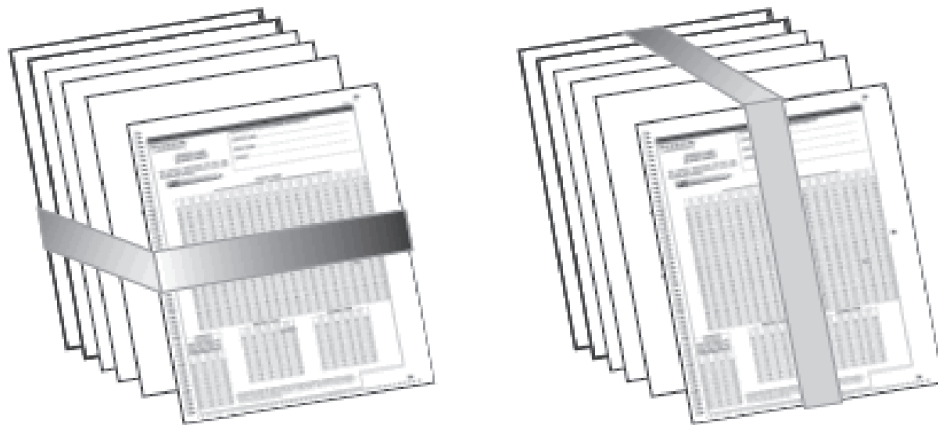
For each stack of AZELLA scorables, select a preslugged red AZELLA Header Sheet with the correct school. Complete the header sheet as directed in the section “Completing Header Sheets for AZELLA Scorables” on page 17.

- ☐ Bind each stack of scorables.

Place the completed header sheet with SIDE 1 facing up on top of the stack of scorables. Wrap one paper band around the stack horizontally or vertically. Be sure the band holds the documents securely.

A large group may be divided into two or more stacks so that each stack can be wrapped securely. Each stack should be no thicker than what the band can securely wrap around and be sealed. Make as many stacks as needed. One header sheet is needed per stack.

A small stack must still have its own header sheet. Do not combine multiple grades, regardless of how small, under the same header sheet. Do not bind multiple grades together.



- ☐ Box scorables.

Place bundled stacks in the return shipping boxes. Bundled stacks from multiple schools may be combined for shipping. Fill any empty spaces in the scorable boxes with crumpled paper or plastic bubbles. Do not use shredded paper or foam “peanuts.” **Do not mix scorable and nonscorable materials in the same box.**

- ☐ Seal the boxes.
- ☐ Label the boxes.

Affix a **pink** scorable return label on the top of each box of scorable test materials. Fill in your District Name and CTDS code as shown below. The School and Sch # fields may be left blank.

P-0000 S-00000	
DIST: <u>Tumble Weed District</u>	DIST #: <u>999999999</u>
DIST: BOX <u>1</u> OF <u>3</u>	
SCHOOL: _____	SCH #: _____
SCH: BOX _____ OF _____	
AZELLA Item Field Test <small>PEARSON 905 WEST HOWARD LANE AUSTIN, TX 78753</small>	
Item Field Test Scorables 788-105	

AZELLA Pink Scorable Label

- ☐ Number the scorable boxes.

Mark each box of scorable materials accordingly as "Box 1 of X," "Box 2 of X," etc. in the "Dist: Box____of____" section of the scorable return label. The "Sch: Box____of____" section may be left blank.

- ☐ Affix a UPS shipping label on the top of each box, next to the pink scorable label.
- ☐ Keep scorable boxes in secure storage until the scheduled UPS retrieval.

Completing Header Sheets for AZELLA Scorables

A Header Sheet **must** be completed for each group's documents. Each group of completed answer documents may include students from only one grade. Preslugged and blank Header Sheets have been provided.

Header sheets are scannable documents; **photocopies are not acceptable for the scoring center's use.** If additional Header Sheets are needed for the Fall 2011 AZELLA Field Test, contact the AZELLA Customer Support Line at Pearson by phone at 888.705.9421 or by email at Arizonateam@support.pearson.com by November 18, 2011. **Do not use header sheets from other Arizona testing programs.**

School name, and school code (CTDS) have been completed on the preslugged Header Sheets. Please review the preslugged information. Be certain to confirm school code (CTDS) as many schools have similar names.

If information on a preslugged Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank Header Sheet.

The image shows two pages of the AZELLA Header Sheet form.
SIDE 1: This page contains the main header information. At the top left is the Pearson logo. Below it, the text reads 'AZELLA HEADER SHEET FOR USE WITH PLS DOCUMENTS (FORM 0001-0001)'. To the right of this, there are fields for 'DISTRICT', 'SCHOOL', 'GRADE', and 'TEACHER', each with a corresponding letter (A, B, C, D, E) in a box. Below these fields is a large grid of bubbles for 'GRADE' (K-12) and 'SCHOOL NAME'. At the bottom left, there is a section for 'GRADE' with bubbles for K-12. At the bottom right, there is a section for 'SCHOOL CODE' with bubbles for 00-99. The word 'AZELLA' is printed in the bottom right corner.
SIDE 2: This page is a blank header sheet. It has a large grid of bubbles for 'GRADE' (K-12) and 'SCHOOL NAME'. At the bottom, there is a barcode and the text 'AZ00001435'.

SIDE 1— For the Fall 2011 AZELLA Field Test, complete only side 1 of the Header Sheet.

A DISTRICT

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Be certain to use the same district name as on a corresponding preslugged Header Sheet.

B SCHOOL

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed.

C GRADE

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed.

D TEST DATE

For preslugged Header Sheets and for blank Header Sheets, enter the date November 7, 2011 (11/7/11) in this section.

E TEACHER

For preslugged Header Sheets and for blank Header Sheets, leave this section blank.

F GRADE

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Mark the corresponding circle to indicate grade.

G SCHOOL NAME

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Print the school name in the row of boxes (the same school name as in section B) beginning with the first box on the left, and then mark the corresponding circle below each box. Be certain to use the same school name as on a corresponding preslugged Header Sheet.

H NUMBER OF DOCUMENTS

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Print the number of documents included in the stack beneath this Header Sheet, then mark the corresponding circle below each box. Right justify the number of documents and add leading zeros as needed.

I SCHOOL CODE

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Print the nine digit CTDS code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same CTDS code as on a corresponding preslugged Header Sheet.

Assembling Nonscorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

- ☐ Organize the nonscorable test materials by document type for each school:
 - unused Stage II Test Books;
 - used and unused Stage III through Stage V Test Books;
 - unused Stage III through Stage V Answer Documents
 - all Fall 2011 AZELLA Field Test Administration Directions;*
 - Fall 2011 AZELLA Field Test Coordinator's Manual;*
 - all unused Pre-ID labels; and
 - all unused header sheets (preslugged and blank).
- ☐ Box all nonscorables. Nonscorables from all schools may be boxed together
- ☐ Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes.
- ☐ Label the boxes.

Affix a **green** nonscorable return label on the top of each box of nonscorable test materials. Fill in your District Name and CTDS code as shown below. The School and Sch # fields may be left blank.

P-0000 S-00000	
DIST: <u>Tumble Weed District</u>	DIST #: <u>999999999</u>
DIST: BOX <u>1</u> OF <u>3</u>	
SCHOOL: _____	SCH #: _____
SCH: BOX _____ OF _____	
AZELLA Item Field Test	
PEARSON 905 WEST HOWARD LANE AUSTIN, TX 78753	
Item Field Test Nonscorables	
788-105	

AZELLA Green Nonscorable Label

- ☐ Number the nonscorable boxes for the district or charter, mark each box of nonscorable materials accordingly as "Box 1 of X," "Box 2 of X," etc. in the "Dist: Box____of____" section of the nonscorable return label. The "Sch: Box____of____" section may be left blank.
- ☐ Affix a UPS shipping label on the top of each box, next to green nonscorable label.
- ☐ Keep nonscorable boxes in secure storage until the scheduled UPS retrieval.

Materials Retrieval

- ☐ **Contact UPS at 1-800-823-7459 no later than December 5, 2011** to arrange for pick up of your boxes. **UPS must pick-up all Fall 2011 AZELLA Field Test scorable and nonscorable boxes no later than December 6, 2011.** Inform the representative that you have a shipment going to Pearson, with a pre-paid ground label.

Before the driver arrives, check the boxes to ensure the following:

- ☐ A **PINK** return label has been completed with district information and affixed on the top of each box containing AZELLA **scorable** materials.
- ☐ A **GREEN** return label has been completed with district information and affixed on the top of each box containing AZELLA **nonscorable** materials.
- ☐ A UPS shipping label has been affixed to each box of scorable and nonscorable material.
- ☐ Verify the total number of boxes for each label color.

Contact Information

Questions regarding the **administration** of AZELLA should be directed to:

Linda Harvey
AZELLA State Test Coordinator
Phone: 602.542.2967
Email: Linda.Harvey@azed.gov

Questions regarding **materials** and the retrieval of materials for AZELLA should be directed to:

AZELLA Customer Support Line at Pearson
Phone: 1.888.705.9421, Option 1
Email: Arizonateam@support.pearson.com

Notes

PEARSON

Pearson

19500 Bulverde Road

San Antonio, Texas 78259-3701

888-705-9421 | www.pearson.com



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